

Indiana Commission for Higher Education  
Indiana Board for Proprietary Education

**Out-of-State Institutions and  
In-State Proprietary Institutions Offering Instruction in Indiana  
with a Physical Presence in the State**

**DEGREE APPLICATION**  
*(New or Renewal program)*

*Use the <tab> key to advance to the next field, or select a field by clicking the cursor.*

Name of Institution **Harrison College—Indianapolis (Downtown) / Online**

Name of Program **Information Technology**

Level of Degree (AAS, AS, AA, BAS, BA, BS, MBA, MAS, MA, MS, Ph.D.) **AAS**

Name of Person Preparing this Form **Jeffrey Biltz**

Telephone Number **317-447-6063** **Application Type**

Date the Form was Prepared **6/29/15** **Initial** or Renewal

(Revise date after any revision) **Revised: 7/10/2015**

**I. PROGRAM OBJECTIVES: Describe what the program is designed to achieve and explain how it is structured in order to accomplish the objectives.**

This degree seeks to provide a foundation in both the business and technology skills that are common in modern office settings. It combines basic business concepts, interpersonal communication, customer service skills, and standard applications instruction with technical skills in the area of hardware fundamentals, networking fundamentals, and operating systems. This curriculum helps provide students with the skills necessary to start their careers as professionals in the information technology industry.

**II. PROGRAM STRUCTURE:** List all courses in the program. Indicate course name, course number, and number of credit hours or clock hours for each course.

Name of Program: Information Technology

Total Course Hours: 90 Check one: Quarter Hours X  
 Semester Hours \_\_\_\_\_  
 Clock Hours \_\_\_\_\_

Tuition : \$36,000 Length of Program: 24 Months

**SPECIALTY COURSES:**

<b><u>Course Number</u></b>	<b><u>Course Title</u></b>	<b><u>Course Hours</u></b>
<b>CPU1000</b>	Computer and Office Automation	4
<b>ITS1000</b>	Introduction to Technical Computer Concepts	4
<b>ITS1500</b>	Computer Systems & Emerging Technologies	4
<b>ITS1505</b>	Computer Systems & Emerging Technologies II	4
<b>ITS1550</b>	Computer Network Infrastructure	4
<b>ITS1560</b>	Computer Network Infrastructure II	4
<b>ITS1650</b>	Help Desk Procedures	4
<b>ITS1660</b>	Customer Service Skills for IT Technicians	4
<b>ITS1680</b>	CompTIA Strata Certification	4
<b>ITS2000</b>	Windows Administration	4
<b>ITS2010</b>	Windows Enterprise Desktop Support	4
<b>ITS2300</b>	Strategies and Ethics for the IT Professional	4
<b>ELECTIVE</b>	Professional Elective/Concentration I	4
<b>ELECTIVE</b>	Professional Elective/Concentration II	4
<b>ELECTIVE</b>	Professional Elective/Concentration III	4
<b>ELECTIVE</b>	Professional Elective/Concentration IV	4
<b>ELECTIVE</b>	Professional Elective/Concentration V	4

<b>CD1000</b>	Career Development	0
<b>GS1000</b>	Success Strategies	6

**GENERAL EDUCATION / LIBERAL ARTS COURSES:**

<b><u>Course Number</u></b>	<b><u>Course Title</u></b>	<b><u>Course Hours</u></b>
<b>COM1050</b>	Composition I	4
<b>MAT1500</b>	Introductory Algebra	4
<b>PSY1060</b> <b>OR</b> <b>SOC1050</b>	Psychology  Sociology	4
<b>SPC1010</b>	Presentation Skills	4

Number of Credit/Clock Hrs. in Specialty Courses: 74 / 90 Percentage: 82%

Number of Credit/Clock Hrs. in General Courses: 16 90 Percentage: 18%

If applicable:

Number of Credit/Clock Hrs. in Liberal Arts:            /            Percentage:

**1. Location of library; Hours of student access; Part-time, full-time librarian/staff:**  
**INDIANAPOLIS DOWNTOWN/ONLINE**

Location: The library is located on the campus at: 550 East Washington Street, Indianapolis, Indiana. All Harrison College students can also retrieve library resources and services from the library website accessible at all times from any web-connected computer. The library website at [www.harrison.edu/library](http://www.harrison.edu/library) features links to a materials catalog and the online resources.

Hours : The library is fully staffed Monday – Thursday 8:00 AM – 8:00 PM and Friday 8:00 AM – 2:00 PM. In addition, live online librarian staffed chat reference is available Monday – Thursday 8:00 AM – 6:00 PM and Friday 8:30 AM – 3:00 PM , plus Saturday from 9:00 AM – 1:00 PM and Sunday evenings, 5:00 PM – 9:00 PM.

Staff: One full-time librarian is available in the library with the assistance of one work study student at 25 hours per week to cover extended evening hours. Students are also served by over 13 full time professional librarians from other Harrison College campuses who participate cooperatively in live chat and email reference, resource and collection development, and delivering instructional presentations.

**2. Number of volumes of professional material:**

The physical collection represents over 2500 titles, picked specifically to support the program areas offered locally. This collection includes both circulating and reference materials. In addition, the library offers direct access to over 47,000 full-text e-Books. Students also have access to additional resources through our Interlibrary Loan service from other institutions.

**3. Number of professional periodicals subscribed to:**

The campus subscribes to 15 print journals chosen to support the various program areas, to meet the general education requirements of this campus, and to promote life-long learning. Students also have access to thousands of full-text periodicals available electronically through various database subscriptions, including: EBSCO, ProQuest, LexisNexis, and Gale.

**4. Other library facilities in close geographical proximity for student access:**

The Indianapolis Public Library Central Library is approximately 1.3 miles from the campus. There are 23 branches of the Indianapolis Public Library located throughout the city and county as well as an online catalog and databases available to card holders.

The Indiana University Purdue University Indianapolis (IUPUI) University Library is located 1.8 miles from the campus. As a state supported institution their library collections are available to all Indiana residents.

**\*\* Include all required documentation pertaining to the qualifications of each instructor.**

Total # of Faculty in the Program:	3	Full-time:	1	Part-time:	2
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Fill out form below: (PLEASE LIST NAMES IN **ALPHABETICAL** ORDER.)

[illegible]



**Supplementary Information on  
Licensure, Certification, and Accreditation**

Institution: **Harrison College**  
Degree Program: **Information Technology AAS**  
Locations: **Indianapolis (Downtown)/Online**

**State Licensure**

Does a graduate of this program need to be licensed by the State to practice their profession in Indiana and if so, will this program prepare them for licensure?

Graduates of this program do not need to be licensed by the State to practice their profession in Indiana.

If so, please identify  
The specific license(s) needed:  
The State agency issuing the license(s):

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**Professional Certification**

What are the professional certifications that exist for graduates of similar program(s)?

Will a graduate of this program be prepared to obtain national professional certification(s) in order to find employment, or to have substantially better prospects for employment, in a related job in Indiana?

Graduates of this program do not need national professional certification in order to obtain employment in the field.

If so, please identify  
Each specific professional certification:  
The national organization issuing each certification:

Please explain the rationale for choosing each professional certification:

Please identify the single course or a sequence of courses that lead to each professional certification?

Even though professional certification is not required for employment in the field, there are nationally recognized professional certifications available.

- ITS 1660, ITS1500 & 1505, and ITS1550 & 1560— CompTIA IT Fundamentals, A+, and Network+ certifications

CompTIA is the leading provider of vendor-neutral IT certifications in the world. Thousands of companies depend on CompTIA standards to provide a reliable predictor of employee success.

- ITS2010 & ITS2000— Microsoft Windows Enterprise Desktop & Windows Server certifications

### **Professional Industry Standards/Best Practices**

Does the program curriculum incorporate professional industry standard(s) and/or best practice(s)?

If so, please identify

The specific professional industry standard(s) and/or best practice(s):

The organization or agency, from which the professional industry standard(s) and/or best practice(s) emanate:

Any course within this program that includes networking concepts (ITS1500, ITS1505, ITS1550, ITS1560, and all ITS Professional Electives) are based on the Institute of Electrical and Electronics Engineers (IEEE) 802.x technology standards. All ITS courses, except ITS2300, also utilize aspects of the Information Technology Infrastructure Library (ITIL) which is a set of practices that align IT services with the needs of business. ITIL describes processes, procedures, tasks, and checklists that are not specific to any one organization, but can be applied by any organization needing to maintain a minimum level of competency. ITS2300 class is based on the Association of Information Technology Professional's Code of Ethics and Standards of Conduct.

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### **Program Accreditation**

Does this program need specialized accreditation in order for a graduate to become licensed by the State or to earn a national professional certification, so graduates of this program can work in their profession or have substantially better prospects for employment?

The state of Indiana does not require specialized licensure or certification to work in the Information Technology field, therefore specialized accreditation for the Information Technology program is not required.

If so, please identify the specialized accrediting agency:

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### **Transferability of Associate of Science Degrees**

Since CHE/BPE policy reserves the Associate of Science designation for associate degrees whose credits apply toward meeting the requirements of a related baccalaureate degree, please answer the following questions:

Does a graduate of this A.S. degree program have the option to apply all or almost all of the credits to a related baccalaureate degree at your institution?

Not applicable to this program.

If so, please list the baccalaureate degree(s):

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**Job Titles**

List specific job titles and broad job categories that would be appropriate for a graduate of this program:

- Help Desk Technician
- Desktop Support Analyst
- Network Support Analyst
- Network Administrator